

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	A-08-112
		一次選考締切り日： 1 st Cut Off Date	01 OCT 2008
		募集締切日： Closing Date	選考決定まで継続 Open until filled
		発行日： Date of Issue	24 SEP 2008
1.職種名 Job title (等級 Grade <u>2-3</u> / 語学等級 LAD <u>N/A</u>) <div style="text-align: center; font-size: 1.2em;">Counter Attendant, IHA-2039</div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.2em;">12 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity <div style="text-align: center; font-size: 1.2em;">Food Service Department, NEX Atsugi</div>		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 時間制 HPT <input type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi 3.勤務時間 Work Schedule (週 <u>10-35</u> 時間制 hr/wk) 勤務日 Work Days: 2-5 days/week (More than 2 days off/week) 勤務時間 Work Hours: 2-7 hours between 0530-2300 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Serves food to customers at counter or cafeteria by obtaining portions of individually ordered food directly from kitchen or making orders from the steam table at the customer's direction. Miner cooking, baking, frying and serves produces accordingly with Operating Standard Manual for each franchise. Take customer's order at counter or cafeteria, and make transactions at register. Keep equipment and the facility clean according to USHN Preventive Medicine and Occupational Health Regulations. May perform various other duties, such as filling ice machine, concentrated drinks in the soda machine, refill the paper napkins and disposable utensils.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements - Ability to speak English and have basic experience of customer service. - Must be able to use calculator, cash register. - Must be able to obtain Health Card issued by Atsugi medical clinic upon hiring. The employee must go through the PPD at the Atsugi clinic. Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application. - U. S. Citizens are not eligible for IHA (HPT) employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8 免許証／修了証 License/Certificate Required : See block #8			

9.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒(12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	PDNO: NEX-06-019

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.